



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1.Name of the Institution

KATWA COLLEGE

- Name of the Head of the institution **Dr. Nirmalendu Sarkar**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **03453297074**
- Mobile No: **9749110550**
- Registered e-mail **katcoll2009@gmail.com**
- Alternate e-mail **drnir1965@gmail.com**
- Address **Duckbanglo Road**
- City/Town **Katwa**
- State/UT **West Bengal**
- Pin Code **713130**

##### 2.Institutional status

- Affiliated / Constitution Colleges **Affilliated**
- Type of Institution **Co-education**
  
- Location **Semi-Urban**
  
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **The University of Burdwan**
- Name of the IQAC Coordinator **Utpal Das**
- Phone No. **03453297074**
- Alternate phone No. **7001722941**
- Mobile **9477014446**
- IQAC e-mail address **iqackatcoll@gmail.com**
- Alternate e-mail address **utpal.mehali@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://katwacollege.ac.in/agar.php>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://katwacollege.ac.in/academic\\_calendar.php](https://katwacollege.ac.in/academic_calendar.php)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>77.15</b>	<b>2007</b>	<b>10/02/2007</b>	<b>09/02/2012</b>
<b>Cycle 2</b>	<b>C</b>	<b>1.65</b>	<b>2018</b>	<b>02/11/2018</b>	<b>01/11/2023</b>

**6. Date of Establishment of IQAC**

**14/01/2016**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year 5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

- Introduce Add on Courses for betterment of students
- Implementation of Online Feedback System from the stakeholders through the Management Information System (MIS) and the subsequent analysis and submission of the same with suggestions to the affiliating university and higher authority
- Scrutiny and forwarding of the files of three faculty members for promotion under the career advancement scheme to the Directorate of Higher Education, Government of West Bengal
- Organization of total 25 of State, national and international webinars, competitions, special lectures and awareness programs in association with different departments, cells and units
- Introduction of academic audit for the departments and providing suggestions to the departments on the basis of the academic audit report. Green Audit, Environmental Monitoring & Energy Audit is done by an ISO 9001:2015 Certified Company.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
To arrange Add on Certificate courses	The College IQAC take initiates to start different Add on Courses. Five Add on courses introduced for this session 2022-2023. Communicative English, Basic Computer, Basic Music, Computerized Accounting

	<p>and Taxation, Karate and Self Defense. There are 186 students are completed these courses. IQAC also initiates another 20-25 courses are introduced in the coming session.</p>
To arrange Rain water harvesting and Solar Energy System	All arrangements are ready and the work will be stated very soon.
Upgrade and modernize the college laboratories	For up gradation new lab-instruments have installed.
To arrange MoU with more Government & NGOs	<p>College had already signed with one College and in this session College has MoU signed with another fourteen Colleges for academic exchange and cooperation one research institute and one Municipality. They are 1. Kalna College, Purba Bardhaman signed on 10.4.2023; 2. Kandra Radha Kanta Kundu Mahavidyalaya, Purba Bardhaman signed on 02.04.2023; 3. Chandrapur College, Purba Bardhaman signed on 15.4.2023; 4. Dr. Gour Mohan Roy College, Purba Bardhaman signed on 10.04.2023; 5. Raj College, Purba Bardhaman signed on 12.5.2023; 6. Vivekananda Mahavidyalaya, Purba Bardhaman signed on 17.5.2023; 7. Avedananda Mahavidyalaya, Birbhum signed on 10.04.2023, 8. Chandrakona Vidyasagar Mahavidyalaya, Paschim Midnapore signed on 13.3.2023. 9. Raja Birendra Chandra College signed on , 10. Tehatta Sadananda Mahavidyalaya signed on , 11. Government General Degree College, Mangolkote signed on , 12.Guskara Mahavidyalaya signed on , 13. Kalyani Mhavidyalaya</p>

	signed on , 14. Kabi Sukanta MAhavidyalaya signed on 15. Katwa Municipality signed on 15.04.2023 16. Integrated Institute for Advanced Research and Information (IIARI) dated 07.02.2023
Arrange online / offline inter-departmental cultural competitions among college students.	Regularly inter departmental cultural competitions have been done
To initiate the introduction of new UG and PG courses.	IQAC initiates to open the new courses.
Strengthen all the departmental libraries to increase accessibility of books and resource material for students.	This process is already done.
Collection and analysis of the feedback and Students Satisfaction Survey from students, faculty members and alumni	Feedback on curriculum collected from students, faculty members and alumni through management information system portal, analyzed graphically by the IQAC, uploaded in website and sent to the affiliating university Student Satisfaction Survey conducted by IQAC, analyzed, report uploaded in the website and discussed for improvement and action taken with Principal and different departments.
Processing of the files of faculty members for promotion under the career advancement scheme (CAS)	IQAC completed scrutiny of the promotion files of 03 no. of faculty members during the academic session 2022 -23 and forwarded to the Education Directorate, Government of West Bengal

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	20/07/2023

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>KATWA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Nirmalendu Sarkar</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03453297074</b>
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• Alternate phone No.	7001722941				
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• IQAC e-mail address	iqackatcoll@gmail.com				
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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://katwacollege.ac.in/aqar.php">https://katwacollege.ac.in/aqar.php</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://katwacollege.ac.in/academic_calendar.php">https://katwacollege.ac.in/academic_calendar.php</a>				
<b>5.Accreditation Details</b>					
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<b>6.Date of Establishment of IQAC</b>			14/01/2016		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			5		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		



website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>Introduce Add on Courses for betterment of students</li> <li>Implementation of Online Feedback System from the stakeholders through the Management Information System (MIS) and the subsequent analysis and submission of the same with suggestions to the affiliating university and higher authority</li> <li>Scrutiny and forwarding of the files of three faculty members for promotion under the career advancement scheme to the Directorate of Higher Education, Government of West Bengal</li> <li>Organization of total 25 of State, national and international webinars, competitions, special lectures and awareness programs in association with different departments, cells and units</li> <li>Introduction of academic audit for the departments and providing suggestions to the departments on the basis of the academic audit report. Green Audit, Environmental Monitoring &amp; Energy Audit is done by an ISO 9001:2015 Certified Company.</li> </ul>	
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<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	20/07/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022	01/03/2024

**15. Multidisciplinary / interdisciplinary**

The institution is presently an affiliated college with no liberty to design its own course curriculum. Presently, the humanities and science with STEM are not prescribed as combination subjects by the affiliating university. However, the institution has a well stated vision to transform itself into a holistic multidisciplinary institution, as stated below, provided the necessary infrastructure, liberty and human resource are made available by the Government and the university. (1) Presently, for science specialization, students can take only science combinations as generic elective subjects. The choice of elective subjects need to be extended to ensure a multidisciplinary dimension. For example, Humanities courses especially English (or any other language), Philosophy, Economics and History are also required to be integrated with science courses, (2) Similarly, students opting humanities specialization need to have mathematical skills and statistical view to explain things with scientific attitude, which is only possible if they can opt for science elective subjects (3) Gaining knowledge is complete when students acquire practical experiences. So, for undergraduate education, the first year should be devoted to learning the fundamental approaches, followed by the option of exit if the student is willing to work by application of these concepts. In the second year, students will be provided the advanced learning experiences to impart pre-research methodology and problem solving skills, and in final year, students will be guided by designing open-ended experiments, particularly focusing on location specific approaches involving community engagement and service with interdisciplinary dimension. (4) For example, Ganga - Ajoy river pollution and the bank of river landslide is the major problems of the Katwa Town area. So, students should be trained to protect pollution and landslide of river area which will only be possible by adopting interdisciplinary approach. The knowledge of chemistry can be used to detect the ground water pollution, soil testing and determination of the status of air

pollutants, knowledge of Geography can be used to apply remote sensing for determination of the effect of industrialization on the vegetation, local flora, fauna and soil, mathematics and economics knowledge can be for statistical implication, biological sciences for determination of the species distribution map and the adverse effects on the biodiversity, with sound language skills and knowledge of humanities subjects for report writing, literature survey and historical evolution of the holy town to determine the underlying factors. (5) Another issue is the availability of pure drinking water and other basic amenities and the overall status of the socio-economic condition of the locality requiring studies of economics, political science, history, philosophy and all the science subjects.

#### **16.Academic bank of credits (ABC):**

The institution is presently an affiliated college and the credit points for award of degree is fully controlled by the affiliating university. Accordingly, the institution presently has no liberty for registration under the ABC scheme. However, the institution has taken sincere initiatives pertaining to the implementation of the academic bank of credits, provided the necessary infrastructure, liberty and human resource is available for the implementation. (1) Initiatives have been taken to promote research and teaching collaborations with various educational institutions. (2) The institution has also promoted designing of own curricular and pedagogical approaches by the faculty members. The E-content portal of the institution is also launched to upload the reading materials prepared by faculty members, along with designing courses for study with student-centric approach. Faculty members have uploaded E-content to this portal. The institution is trying to set up a Studio Room in next session for with video lectures in their/ College YouTube Channels, to enable teaching and learning at any pace and time. These study materials are for the benefit of not only the students of Katwa College, but can also be viewed and studied by students of all institutes. Assessments have been conducted by faculty members using the learning management system and using different methods such as project preparation, student seminars, group discussions etc, which not only assess the subject knowledge of the students, but also encourage them to improve their writing skills, communication skills and presentation skills.

#### **17.Skill development:**

The institution has promoted skill enhancement of students through organization of different events related to promotion of

practical skills, writing skills, communication skills, computer skills, soft skills, data handling and interpretation skills, 2. No such programs of vocational education are offered by the institution as yet. 3. Inculcation of values is done through community service programs of NSS / NCC and also through observing of various national days and awareness programmes and the talks organized in this regard. 4. Being an affiliated institution it cannot design a credit structure or offer any courses apart from the ones sanctioned by the affiliating body. 5. No such initiative has been undertaken by the institution in the time period.

### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The institution is presently an affiliated college, and the medium of language of the courses is controlled by the affiliating university. However, the institution has the liberty to choose the disciplines to be offered for honours, generic elective and program courses at the undergraduate level. Presently, Honours and Program courses in two Indian languages, Bengali and Sanskrit, are offered by the institution. Students of each honours course opt for the generic elective courses, which can be studied in Bengali or English language for both humanities and science streams. The discipline specific elective courses can also be studied in Bengali language by Program students. University Question papers are also set in both Bengali and English language for the generic elective and discipline specific. Being a government approved institution, the service condition of the recruited faculty members through College Service Commission requires that faculty members should have the ability to read, write and speak in the local Indian language, Bengali and it is verified in the interview process. Faculty members deliver their explanations in the classroom in both English and Bengali language to make a student-centric mechanism of the teaching-learning process. Faculty members have also prepared E-contents in Bengali language and uploaded for open access by the students. In addition to the integration of Indian language in curriculum transaction, the institution takes sincere efforts to promote and preserve Indian language, Indian arts and Indian Culture and tradition. Department of Bengali organized seminar-lecture and interactive session on Translation, and also one day workshop on "Rachana Shiksha Vishoyok Karmashala". Every year, International Mother language Day is celebrated by Department of Bengali and the Cultural Sub-Committee. Notices of the cultural committee are published in both Bengali and English

languages. Department of Bengali regularly publishes Wall magazine. The Indian festival of colours to celebrate the Indian festival "Basanta Utsav" is organized every year in the college campus to sensitize the stakeholders on the concept of tolerance and harmony. Students are encouraged to participate in competitions on Indian languages, Indian Arts, Indian Culture and Tradition.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The program outcomes (POs) and course outcomes (COs) of each course offered by the departments have been clearly mentioned in the college website and are also communicated to the students by the faculty members. For some courses, the affiliating university has defined the POs, COs and the PO-CO mapping in the syllabus, along with the assessment methods to measure the program outcome and course outcome assessment, which are followed by the institution. However, the courses for which the respective outcomes are not defined by the university in the syllabus, the respective department has taken the initiative to define the same considering the objectives related to the topics prescribed in the university curriculum. To capture the outcome based education in teaching and learning practices, the institution has taken sincere initiatives to assess the learning levels of students through conventional and non-conventional assessment strategies for measurement of attainment of course outcomes and program outcomes. These include student seminars, scheduled and surprise tests, problem solving exercises, student seminars, practical assignments, open-ended experiments, performance during field work, educational tour interactions, observation of practical skills, viva-voce interviews etc. Group discussions are also organized by the departments to assess the attainment of communication and presentation skills as the program outcome. This will ensure to reflect the attainment level of the outcome based education in the institution.

#### **20.Distance education/online education:**

Blended mode of teaching-learning mechanism is one of the strategic plans for complete implementation by the institution and the institution has taken sincere initiatives to promote the use of technological tools for teaching-learning activities. The practice of using Learning Management System for teaching, learning and evaluation was initiated in March 2020, when IQAC conducted the three days International webinar on E-learning, Door to the Future on 18th to 20th August, 2020. All departments were provided with the desktop and LCD projector facilities to

undertake the use of computer-aided methods of teaching. One classroom was converted to smart classroom for social science and all the science departments have at least one classroom with all ICT facilities. Faculty members thereafter started participating in the workshops, open educational resources, Information and Communication Technology, FDPs on Soft Skills and Personality, Online assessment techniques etc. This helped them to apply computer-aided methods of teaching and the practice proved to be the most effective one during the pandemic situation. The institution has also launched the E-content portal to provide open access of E-contents to students. The link to the E-content portal is provided in the online learning page of the institution. These E-contents have been prepared by the faculty members of the institution, to enable learning at any time and pace.

### Extended Profile

#### 1.Programme

1.1	560
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Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	2886
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Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1865
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	935
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	95	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	110	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	81	
Total number of Classrooms and Seminar halls		
4.2	274.19	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	69	
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery through a well planned and documented process At the beginning of odd and even semesters, the class commencement notice is circulated by the Principal in accordance with the college academic calendar and

university notifications. The routine committee prepares the master routine, and circulates to the departments for the preparation and circulation of departmental routines. Teachers prepare their lesson plans based on the no. of lectures allotted to each topic in the University curriculum. Students are informed about the lesson plan, course curriculum, course outcome and mode of curriculum delivery through orientation programmes. Teaching modes include chalk and talk, student seminar, interactive learning, expert lectures, group discussions, lectures by external experts, visits to research laboratories, educational tours etc. Formative assessments are conducted to identify the learning levels of students and curriculum is delivered considering the needs of slow learners and advanced learners through effective mentoring process throughout the session. Sample routines, academic calendar, teaching load distribution, circulars for class commencement, student seminar details, invited lectures and educational tours on course curriculum are enclosed herewith.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://katwacollege.ac.in/academic_calendar.php">https://katwacollege.ac.in/academic_calendar.php</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each academic session, the academic calendar is prepared in consistency with the University Academic Calendar and Government Holiday list. Teaching days and the tentative months of internal assessment are mentioned in the academic calendar subject to changes depending on the university notifications from time to time. Based on the College academic calendar and the university notifications, departments prepare the schedule of internal assessment of each course and notify the dates and time of the internal assessments to the students. Evaluative internal assessments are conducted following this mechanism. The evaluative internal assessments include class tests, oral presentation etc. Each department maintains proper documentation of the evaluative internal assessment.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

32

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

9

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

3324

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

2947

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The course curriculum consists of several courses which integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The course "Environmental Studies" is offered to all UG students as the ability enhancement compulsory course in Semester I. Departments of Botany, Chemistry, Geography and Zoology offer courses which cover numerous environmental aspects such as waste management, green solvents, environment friendly alternatives to synthesis, pollution control measures, energy conservation, biodiversity conservation, threats and management of wetlands, organic farming, remediation of contaminated soils, water conservation, climate change, Conservation genetics, environment and public health etc. Departments of Bengali, Economics, English, History, Philosophy,

Political Science and Sanskrit offer courses relevant to the importance of nature and environment, women empowerment, human values, gender issues, inculcating ethical values in students through four noble truths of Buddhism and Yoga Darshana, moral issues and Dharma, professional ethics,

concept of equality and fraternity, environmental movements of India, sustainable development, environmental protection, women and social change, human values through slokas, vedas, upanishads, metaphysics, logic and ethics, ethical teachings of Bhagwad Geeta, human moral consciousness etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2437

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://katwacollege.ac.in/student_feedback_college.php">https://katwacollege.ac.in/student_feedback_college.php</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

**2.1.1.1 - Number of sanctioned seats during the year**

4159

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1210

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution takes sincere initiatives to assess the learning levels of students and caters to the needs of slow and advanced learners. Both conventional and unconventional ways are adopted by the departments and the mentors. The conventional ways include written and oral tests, MCQs, assignments, group discussions, projects, short dissertations, student seminars etc. The learning related queries from students, their verbal and non-verbal responses in class. The areas which a student identifies as 'confusing' are indicators of their level of understanding. The feedback, both written and oral, formal and informal, helps in gauging the learning level of students. The unconventional methods include acquiring background information about the student and her/his family through interactions and parent-teacher meetings to understand whether any economic, cultural, physical health and, emotional issues are directly or indirectly impacting her/his learning activities. For slow learners, interactive programmes, tutorial classes, extra lectures, remedial classes, special notes, extra practical sessions, mock oral/practical examination, problem solving classes, counselling by mentors.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2886	95

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In our institution, we always encourage learning by doing. The experiential learning strategies include open ended lab work through case studies for projects, field work by botany, zoology, Geography, Chemistry, Physics and Physiology. Environmental Projects completed by all students. Educational tour conducted by different departments to ensure experiential learning experiences. Student-visit to research laboratories, workshops involving student projects and several activities are organized. Student centric methods include 3D visualizations through software, demonstration of natural processes, visual aids, diagrammatic representation. Participatory learning encouraged through student seminars interactive special lectures. Students are taught to first identify the problem, collect necessary data and think to generate alternative solutions to the problem and then select the best one to implement and review the same, to enhance their problem solving skills.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in



maximum of 200 words

The institution launched an open access E-learning platform for students proposed by the IQAC in which faculty members upload their e-contents, the link of the platform is provided in the college website online learning page. Teachers use a wide range of ICT enabled tools to ensure an effective teaching-learning mechanism. Faculty members have created their own MOODLE sites for uploading study materials, references, assessment of students, conduct group discussions etc. Google Classroom is used by most of the teachers for classes beyond the regular college hours to help students and also to give assignments. Online teaching platforms are Google Meet, Zoom, Cisco-Webex Meetings. Virtual Lab tours were conducted by departments during the pandemic situation for practical courses and teachers demonstrated videos and virtual labs before practicals to ensure experiential learning experiences.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

95

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

95

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

22

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

1282

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Internal assessments are conducted regularly keeping consistency with the college academic calendar and university notification. The departments notify students about the date and time of the internal assessment and the schedule is strictly maintained by each department. After each internal assessment, teachers point out the deficiencies of students in the evaluated answer scripts and give comments for further improvement. Internal assessments are conducted by the teachers on each topic taught by them and the average of all internal assessments for the course is considered as the evaluative one which has weightage in the university results at the end of each semester. Each department preserves all records of the internal assessment conducted during the academic session. Different modes of internal assessments are followed by the departments, which include oral and written examinations, projects etc as prescribed in course curriculum. Internal assessments are designed not only to develop the subject knowledge of students but also to improve their interpersonal skills and creative thinking.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

For the internal assessment examinations, the institution has developed an efficient mechanism to deal with the grievances. Feedback is collected from the students every year by the IQAC about the fairness of the internal evaluation and whether their performance in the internal evaluation was discussed with them by the department. Departments have provided the liberty to its students to write to the departmental email id for any issues/grievances related to the internal examination. The departments have always been well-prepared to solve any issues/grievances regarding the internal examination efficiently in a transparent way within a short period. Students can also apply stating their grievance to the Principal if they are not satisfied by the departmental explanations to their grievances. Students can also apply to the Grievance Redressal Cell to report such grievances. A complaint box is provided at the entrance of the administrative building to lodge complaints. During the

pandemic situation, the common problem reported by few students from remote areas was slow or poor internet connectivity during submission of online assignments. To resolve this issue, retest was arranged within two to three weeks by the departments if a student somehow has missed any online test.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Learning Outcome Based Curriculum framework (LOCF) was introduced by the affiliating university from the academic session 2020-21. The program outcomes and course outcomes of each discipline are uploaded and displayed on the college website in the

[https://katwacollege.ac.in/course\\_outcome\\_programme\\_outcome.php](https://katwacollege.ac.in/course_outcome_programme_outcome.php)The POs and COs of courses offered by each department can be downloaded from the college website. In the orientation session for the newly admitted students, the program outcomes are communicated to them by the teachers and also conveyed in regular classes. For each semester, before delivering a course, in the interactive class, teachers inform students about the course outcomes and also address their queries related to the same. In each academic session, the Internal Quality Assurance Cell (IQAC) collects feedback from the students that whether the expected competencies, course outcomes and programme outcomes were informed to them by the teachers. On the basis of the feedback report, IQAC gives suggestions to the departments. The Internal Quality Assurance Cell (IQAC) also collects feedback from the faculty members that whether the course outcomes mentioned in the syllabus are well defined and clear and IQAC forwards the feedback report with necessary suggestions through the Principal to the affiliating University for necessary action.

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional information	<a href="https://katwacollege.ac.in/course_outcome_programme_outcome.php">https://katwacollege.ac.in/course_outcome_programme_outcome.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

[https://katwacollege.ac.in/course\\_outcome\\_programme\\_outcome.php](https://katwacollege.ac.in/course_outcome_programme_outcome.php)

The program outcomes are mapped with the course outcomes as mentioned in the university curriculum and the CO-PO mapping for those subjects which have not yet been defined by the affiliating university is done by the department following the UGC-LOCF guidelines. Being an affiliated college, the institution only has the provision to take internal assessments, while the final examinations are conducted by the affiliating university. Thus, the attainment of the course outcomes and program outcome is assessed by the institution from the performance of students in the continuous internal assessment examinations. For the class tests, the course outcomes (CO1, CO2, CO3, CO4 etc) of each student is calculated from the percentage of marks obtained and marks attempted in the questions which address the COs. The percentage is then assessed to calculate the average COs, which are then mapped to give average POs and finally the PO attainment of the whole batch. The attainment of COs and POs is assessed from different assessment strategies such as viva-voce, student seminar, group discussions, practical experiments, field study and the projects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://katwacollege.ac.in/course_outcome_programme_outcome.php">https://katwacollege.ac.in/course_outcome_programme_outcome.php</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

935

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://katwacollege.ac.in/student\\_satisfaction\\_survey.php](https://katwacollege.ac.in/student_satisfaction_survey.php)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**NIL**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

**26**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

**23**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

**published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

15

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

<https://katwacollege.ac.in/nss.php>

A seven day special camp was organized by the NSS units for awareness activities and surveys were conducted in the adopted villages. Special sanitation and hygiene program was conducted in neighborhood area to sensitize local women about sanitary pads. AIDS awareness programme, tree plantation, awareness on Government schemes and facilities, cleanliness under Swachha Bharat Abhiyan, education awareness were also conducted. NSS Volunteers' drive was organized to involve more students on social issues. NSS and NCC units jointly organized awareness on blood donation, rally on International Day against water conservation, solution to plastic pollution, to protect future generation from using of dangerous for us tobacco. NCC volunteers observe India's glorious victory over Pakistan in Kargil War. Har Ghar Tiranga Campaign and camps. Collaboration with Wildlife Information and Nature Guide Society sensitized students on environmental issues. NSS also drive special campaign to protect Dolphin in Gnaga River.

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/nss.php">https://katwacollege.ac.in/nss.php</a>
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**



### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

980

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

19

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution offers 31 undergraduate programmes and 1 B. Ed programmes. Classes of Commerce Stream are held in the Evening Section, B. A General for only Girls' students in morning session and B. A General for Boys' students in Extended Day Session, while that of arts and science streams in the day session to ensure adequacy of classrooms and accordingly separate routines are prepared for the morning, day, Extended day and Evening sessions. The institution has total 50 classrooms, 1 auditorium, 1 Seminar Room, 4 computer laboratories. There are total 21 science laboratories for Botany, Chemistry, Physics, Physiology, Zoology, Geography and Electronics and one Zoology Specimen room. Presently, there are total 69 computers available for academic purposes. Total 5 rooms have fixed ICT facility with ceiling mount overhead LCD projectors. All departments have laptops/desktops and 5 departments have portable LCD projectors which are used for the classes. Central library has a collection of more than 45000 books and subscription of online journals and all departments have their own seminar libraries. E[1]content portal is also available for students linked to the website and Learning Management System (MOODLE) is used by teachers for effective online teaching and learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has an indoor auditorium with a seating capacity of 150 in which cultural programmes as well as academic seminars are held. The College Sports Field is of an area of 6600 square meter in which the Annual College Sports as well as other games and tournaments are held.

One indoor games complex established in 2018 with an area of 1250 square feet in which games such as table tennis, badminton and carom are held.

A gymnasium which was established in 2002 with an area of 1000

square feet with equipments like 10 Set /Machine 1 pc (Big Machine Plate 29 pc), Jaggar 20pcs, Cycling 2 pcs, 2 set machine 1 pc, Sit up 1 pc, Rubber Plate Big 1pc, Rubber Plate Small 2 pcs, Weighing Machine 1 pc, Kamachi 1pc, P.V.C. Jogamet 2 pcs, etc.

A Boys Common Room has facilities for table tennis and carom. The Girls Common Room for playing carom. There is also carom playing facilities for teachers in the Staff Room Annexe.

All of the above facilities are used by both students and employees. However, in the lockdown period when students are not physically present in the College, these facilities have not been used.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

81

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

81

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

## 205.34

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Libraries (Morning, Day/Central & B.Ed) of Katwa College are using KOHA software for integrated Library Management system (ILMS). KOHA is an open-source integrated library system (ILS), used worldwide by public, School, College & University libraries.

KOHA is a web-based ILS, with a SQL database. KOHA has various facilities like

- Union catalog facility
- Customisable search
- Online circulation
- Barcode printing
- Patron card creation
- Report generation
- OPAC(Online Public Access Catalog)

Central Library of Katwa College is using above mentioned all facilities of KOHA. This library previously used KOHA 16.05.07.000(Cloud Version) & is now using more updated Version 22.11.10.000 Rosalie (Cloud format) with OPAC facility.

Libraries (Morning, Day/Central & B.Ed) of Katwa College are using KOHA software for integrated Library Management system (ILMS). KOHA is an open-source integrated library system (ILS), used worldwide by public, School, College & University libraries.

KOHA is a web-based ILS, with a SQL database. KOHA has various facilities like

- Union catalog facility

- Customisable search
- Online circulation
- Barcode printing
- Patron card creation
- Report generation
- OPAC(Online Public Access Catalog)

Central Library of Katwa College is using above mentioned all facilities of KOHA. This library previously used KOHA 16.05.07.000(Cloud Version) & is now using more updated Version 22.11.10.000 Rosalie (Cloud format) with OPAC facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

29195

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

6310

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has arrangement with private service providers for providing net facilities including both wired connection for desktops and also wi-fi. These are regularly updated and the contracts with the service providers renewed or changed as the case may be. There is also an IT Committee headed by a Convenor which looks after the physical infrastructure like desktops, printers, laptops etc and also the software and data requirements of the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

69

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

68.85

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For maintenance of physical, academic and support facilities, the institution has an Infrastructure and Equipment Committee which looks after maintenance and utilization issues. Requirement of up gradation of infrastructure are discussed in Staff Council and IQAC meetings. Decisions taken by the management regarding this are followed.



Computers are utilized by both teachers and office staff for various administrative, official and academic documents notices, vouchers, billing, administrative plans, academic and teaching plans etc .

Regarding maintenance and upgrading of departmental infrastructure, the Departmental Head informs the Principal and Principal forwards it to the Purchase Committee, who after discussion in the meeting, seek quotations and sends them to the Department for comparison lists. After getting it, the Purchase Committee places the order.

Every department maintains a stock register of the Departmental equipment.

Washrooms and rest rooms are cleaned daily and dustbins are available in every floor. The ICT Committee of the College looks after the computers, printers, software.

The College has LAN, Internet and Wi-Fi facility and also CCTV surveillance within the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

4992

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2599

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2599

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

133

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student representation is there in various bodies and committees of the College like the Governing Body, IQAC, Internal Complaints Committee, Anti Ragging Cell, Library Committee, Fee Concession Committee, Sports Committee, Cultural Committee, Magazine Committee and Hostel Committee. One student representative is a member of the highest administrative and decision-making body of the institution, the Governing Body. A student representative is a member of the IQAC.

Apart from this, there are additional student representatives in all the committees for extra-curricular activities involving students. The students council organizes the cultural programmes, Teachers Day programmes and also Saraswati Puja and Nabi Divas functions of the College. The students council brings out its annual magazine featuring contributions from the students. Thus, student representation is there at both the administrative as well as co- curricular and extra-curricular activities of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

32

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Katwa College has a registered Alumni Association which supports the institution in all its endeavours both financially and otherwise.

The association registered with the name Katwa College Alumni Association (Reg. No. S/2L/No. 62185 of 2016-17) was formed with effect from 09/12/2016 with emphasis on Expansion, Equality, Excellence and Employability. The association has so far been able to provide financial help to the meritorious students from economically challenged backgrounds. The Alumni Association members have also given their valuable feedback in the survey conducted by the institution. They have expressed their willingness to play a more active role in the development of the institution and have asked the college authorities to play a more proactive role in involving the Alumni Association with convening of more frequent meetings. However, because of the covid-19 induced lockdown, the meetings and other activities of the Alumni Association have also been restricted in this period. The association proposes to hold talks and seminars in future.

The Association contribute Rs 54225/- for development of college infrastructure

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college is primarily to cater to a large number of students of the surrounding rural belt from as many as four districts with diverse needs and problems of whom many are first generation learners. In order to fulfil this purpose, the college has three shifts, a Morning shift where only girl students opting for a General degree are admitted along with B.Ed section, a Day shift with 15 subjects with 14 Honours subjects and also an Extended Day shift for commerce students. The college tries to accommodate first generation learners as much as possible, with classes mostly in the Bangla language. Most study materials supplied are also in Bangla along with all internal question papers in bilingual mode for the benefit of students from both Bangla and English medium backgrounds.

To maintain an inclusive approach and communal harmony as outlined in the vision statement of the college, it celebrates Saraswati Puja and also Nabi Divas. Scholarships for SC/ST and minority students from the government are facilitated by the college. The college organizes various activities and add-on courses, Yoga and gym facilities in order to harmoniously ensure physical, mental and spiritual development of the students. Fostering a culture of labour and service to the society as enumerated in the Mission statement is ensured through the NSS and NCC units

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/mission_and_vision.php">https://katwacollege.ac.in/mission_and_vision.php</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decision-making and implementation at almost all levels are decentralized and participative through various bodies and committees. Almost all members of the Teachers' Council either as member of the Governing Body or as member of the other thirty two different sub-committees which is prepared by the Teachers' Council and later on approved by the College Governing Body, participate in implementing the decisions which clearly satisfy the condition of decentralized participatory management. An Examination Committee headed by the Principal as supervisor, three teachers as Assistant supervisors, and a few non-teaching personnel as supporting staff of the said committee, is framed which actually monitors the entire internal examination of that particular semester. A central Routine Committee with teachers from all streams finalises the Master Routine at the beginning of every academic session. After preparation of Master Routine, preparation of departmental routine, distribution of syllabus with proper manning and syllabus modules is carried out by each department. The college IQAC monitors and takes decisions regarding the overall academic system of the college. The Admission Committee formed by the Governing Body, and consisting of teachers and non-teaching staff, monitors and implements the entire admission process of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic/perspective plan is effectively implemented through the various committees and sub-committees



which look after all the academic and other aspects of the college. The IQAC monitors the overall academics of the college and the implementation of the university norms. The Admission Committee implements the entire admission process and that it is conducted according to government and university norms. The Finance Committee monitors all expenditure of the college. The Principal coordinates and supervises the activities of all these various committees. The Governing Body of the College monitors all aspects and activities of the College and the proper implementation of the strategic plan as adopted by itself.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administrative body of the institution is the Governing Body, which consists of the President, the Secretary (Principal of the College), nominees of the State Government, nominees of the affiliating university, sponsor's nominee, teachers' and non-teaching employees' representatives and a students' representative. The Governing Body formulates the policies of the college in accordance with government and affiliating university norms. The administration of the Morning Section of the College is looked after by the Morning Section In-Charge. The financial administration is looked after by the Bursar and is overseen by the Finance Committee. IQAC consisting of the Coordinator and other members monitors and makes recommendations for maintaining and upgrading quality in both academic and administrative functions of the College. There is also a non-teaching employees' council to address the concerns of the non-teaching staff of the College. There is also a Students Council of which the Principal is the Honorary President, and consists of the Vice President, General Secretary, Assistant General Secretary and other members. Service rules and procedures for all employees in substantial posts are strictly in accordance with norms of the Government of West Bengal and all appointments for substantial posts are also according to the government rules and norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://katwacollege.ac.in/organogram.php">https://katwacollege.ac.in/organogram.php</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has various effective welfare measures in place for both teaching and non-teaching staff. There are a total of 20 such residential quarters, of which 18 are in a separate quarter area adjacent to the College with its own playing field. There is also a quarter for non- teaching staff within the College campus.

The institution has a registered Credit Cooperative Society established in February, 1989 called Katwa College Employees' Credit Cooperative Society. The society offers short term, midterm, medical, house building and personal loan on first cum first serve basis. Both teaching and non-teaching staff are its members. The Society is run according to the relevant government rules and hold annual AGM. All members contribute a fixed amount from their salaries. There are provisions of various types of loans like short- term, medium term etc. A festival advance is given to all teaching and non teaching staffs before Puja vacation

which is recovered later on from the salary without any interest. The college organizes Provident Fund loan for its employees as early as possible on need basis. The College Health Centre is available for both first aid as well as basic tests for both teaching and non-teaching employees along with others.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There is at present no statutory performance appraisal system for teaching and non-teaching staff as per the norms of the State Higher Education Department or the affiliating institution. Therefore, since the College follows the above norms in toto, it

is not possible to initiate any such performance appraisal system on its own. Appraisal for teachers is a part of the Career Advancement Scheme (CAS) having its own criteria with regard to teaching, research and other assigned administrative duties. There is also an academic diary where teachers record their daily academic and other work undertaken which is countersigned by the Principal. However there is no performance appraisal on the part of the institution as per current norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly. Internal audit of the college is conducted every year by a firm chosen by the Directorate of Public Instruction, Govt. of West Bengal. The audit as well as the report is placed in Governing Body for deliberation. The Body advises the Principal to take measures on the comments of the audit firm. External Audit is conducted either by the Higher Education Department or the affiliating University as and when required. The initiation of this is not within the purview of the Institution. The last External Audit was held in the session 2021-22.

Internal audits are conducted annually and accordingly one internal audit was carried out in the 2022-23 session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

**during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The College applies for various government grants for specific purposes. It also receives donation from the Alumni Association. It receives some amount in rent from the Indian Postal department. Apart from that collects some charges from students at the time of admission. For optimal utilization of resources, all expenditure is sanctioned by the Governing Body and is monitored and cleared by the Finance Committee of the college. The college also regularly carries out Internal Audit every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System****6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

Internal Quality Assurance Cell has monitored and overseen all the processes and solutions that it has ensured that class routines of each department are uploaded in the website and conduction of seminars and programmes pertaining to academic topics within the syllabus, skill-development and employment-oriented themes, workshops on National Education Policy 2020, gender issues as also NAAC related issues for the benefit of students, teachers and non-teaching staff. It has also ensured that the learning outcomes for each paper are defined and uploaded on the website. It has ensured that a mechanism for interaction between the departments and

parents/guardians of the students is institutionalized through regular Parent Teacher meetings. It has ensured a system of taking regular feedback from the students anonymously through feedback forms on curriculum, teaching-learning process and other related matters. It has ensured that a mechanism for lodging grievances and complaints from students on any academic or non-academic issue is developed by the departments and also centrally at the institution-level. The smooth conduction of the internal examinations and solving any grievances on this account is also monitored by the IQAC. It also encourages research initiatives by teachers and provides various incentives for attending seminars, workshops, presenting papers and applying for research proposals when available. IQAC holding of five Add-on courses and a total of five 158 students participated in the courses.

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/annual_report_of_iqac.php">https://katwacollege.ac.in/annual_report_of_iqac.php</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For reviewing the teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals, the IQAC holds regular meetings of its own members as well as with various other stakeholders of the college. Five full meetings of the IQAC have been held in 2022-23 to review the above processes and in addition 30 meetings have been held of the IQAC during the same period with stakeholders like students, teachers, non-teaching staff, various departments, sub-committees etc for monitoring all the above processes. In these meetings, steps for implementation of the teaching-learning guidelines and better realization of the outcomes have been thoroughly discussed along with questions, doubts, and feedback from all the stakeholders involved.

The IQAC has also ensured implementation of digital technology in the teaching-learning process, including online library catalogue, online availability of class routines, courses and papers, etc for the benefit of students. It has successfully initiated Add-on courses for students with conduction of five such courses where

158 students completed the course. This initiative will be more strengthened and streamlined in the future.

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/annual_report_of_iqac.php">https://katwacollege.ac.in/annual_report_of_iqac.php</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender issues are part of the curricula in many subjects which are taught in the college. Apart from this, programmes on gender sensitization and other gender-related issues have been held for the benefit of students and staff....

The morning section of the college is only for girl students who are studying in general courses. The college has a Girls Hostel



for the benefit of female students from distant areas. In the year 2022-23 ... residents stayed in the Girls Hostel with ... fresh boarders. There is a Girls Common Room with a lady attendant and also carom facilities. There are also two sanitary napkin vending machines installed, one in the Common Room and another in the Girls Hostel..... For safety and security purposes, the entire campus is under CCTV-surveillance and there are security guards at the gate round the clock. The Health Centre has two trained female staff who are equipped to take care of any health problems faced by girl students in the college. The college gym has a separate scheduled time particularly for girl students. The college also facilitates Kanyashree scholarships of the state government and ensures that all eligible beneficiaries can take advantage of this scheme.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://katwacollege.ac.in/images/uploads/7.1.1.pdf">https://katwacollege.ac.in/images/uploads/7.1.1.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**E. None of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The college campus is provided with ten dustbins with separate provision for degradable and non-degradable waste. The waste generated in the campus including hazardous chemical waste from

the laboratories is separately collected by the Katwa Municipality and disposed of according to the norms of the Municipality.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

The institution tries to accommodate all kinds of cultural, regional, linguistic, socio-economic and other diversities. Question papers in internal examinations are provided in bilingual mode, i.e. in English and Bangla for the benefit of students. The college library has books relating to the syllabus in both the languages and classroom teaching and reference material is also in both the languages as according to the demand by the students. Often translations of relevant material from English to Bangla or vice versa are provided as according to the need. The college cultural programmes are also inclusive of various cultures, languages, genres, etc from folk music to Rabindrasangeet and including modern cultural forms. Talent of students in any sort of cultural field irrespective of language, region, social background, etc is sought to be nurtured and showcased through these programmes. The college student union organizes various cultural programmes and also Saraswati Puja and Nabi Dibas etc to include students from all diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college celebrates all important national occasions like Independence Day and Republic Day. On these occasions apart from flag hoisting and singing the National Anthem programmes are held on the theme of Independence and the importance of our freedom and Constitution. On the occasion of the 75th year of Independence, special programmes like a students march through Katwa town with placards and banners on the theme of Independence was held along with educative and cultural programmes in the college premises. Apart from these occasions, various programmes and seminars are held on the theme of constitutional obligations, values, rights, duties and responsibilities of citizens. The college units of the NCC and NSS also regularly carry out camps and other activities on the above themes.

<https://katwacollege.ac.in/nss.php>

<https://katwacollege.ac.in/ncc.php>

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** A. All of the above

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

[https://katwacollege.ac.in/iqac\\_gallery.php](https://katwacollege.ac.in/iqac_gallery.php)

The College celebrates Independence Day and Republic Day every year by hoisting the National Flag in the campus as well as on the College roof by the Principal (Head of the institution) in the presence of students, faculty members and non-teaching staff. The National Anthem is sung and speeches commemorating the patriotic events are organized. The National Cadet Corps unit and NSS of the

College also celebrates both these days . The College NCC unit and NSS jointly celebrates Swachh Bharat Abhiyan, Ganga Bank Abhiyan, International Yoga Day.

The College also celebrates its Foundation Day on 16 August every year through participation of students, faculty members and teachers on which the mission and vision of the College is sought to be reemphasized.

The College also organizes functions on Teachers Day which is organized by the students of B.Ed department and also General Section separately where speeches on Dr. Radhakrishnan and the significance of the day are delivered and also students showcase their cultural performances through song, dance, skits etc.

The National Service Scheme units also celebrates other days like International Yoga Day, Netaji Birthday, AIDS Awareness Day, NSS Foundation Day through participation of teachers and students.

The student council organizes Saraswati Puja every year through mass participation of students .The Boys Hostels also organize their own Saraswati Pujas in their respective Hostel premises.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

[https://katwacollege.ac.in/best\\_practices.php](https://katwacollege.ac.in/best_practices.php)

### Best Practice - 1

**Title of the Practice:** Taking of classes by senior students for junior semesters and Value education classes by internal and

external resource persons

Best Practice - 2

Title of the Practice: Medical Unit

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- [https://katwacollege.ac.in/institutional\\_distinctiveness.php](https://katwacollege.ac.in/institutional_distinctiveness.php)

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution ensures effective curriculum delivery through a well planned and documented process. At the beginning of odd and even semesters, the class commencement notice is circulated by the Principal in accordance with the college academic calendar and university notifications. The routine committee prepares the master routine, and circulates to the departments for the preparation and circulation of departmental routines. Teachers prepare their lesson plans based on the no. of lectures allotted to each topic in the University curriculum. Students are informed about the lesson plan, course curriculum, course outcome and mode of curriculum delivery through orientation programmes. Teaching modes include chalk and talk, student seminar, interactive learning, expert lectures, group discussions, lectures by external experts, visits to research laboratories, educational tours etc. Formative assessments are conducted to identify the learning levels of students and curriculum is delivered considering the needs of slow learners and advanced learners through effective mentoring process throughout the session. Sample routines, academic calendar, teaching load distribution, circulars for class commencement, student seminar details, invited lectures and educational tours on course curriculum are enclosed herewith.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://katwacollege.ac.in/academic_calendar.php">https://katwacollege.ac.in/academic_calendar.php</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each academic session, the academic calendar is prepared in consistency with the University Academic Calendar and Government Holiday list. Teaching days and the tentative months of internal assessment are mentioned



in the academic calendar subject to changes depending on the university notifications from time to time. Based on the College academic calendar and the university notifications, departments prepare the schedule of internal assessment of each course and notify the dates and time of the internal assessments to the students. Evaluative internal assessments are conducted following this mechanism. The evaluative internal assessments include class tests, oral presentation etc. Each department maintains proper documentation of the evaluative internal assessment.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

32

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

3324

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

2947

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The course curriculum consists of several courses which

integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The course "Environmental Studies" is offered to all UG students as the ability enhancement compulsory course in Semester I. Departments of Botany, Chemistry, Geography and Zoology offer courses which cover numerous environmental aspects such as waste management, green solvents, environment friendly alternatives to synthesis, pollution control measures, energy conservation, biodiversity conservation, threats and management of wetlands, organic farming, remediation of contaminated soils, water conservation, climate change, Conservation genetics, environment and public health etc. Departments of Bengali, Economics, English, History, Philosophy, Political Science and Sanskrit offer courses relevant to the importance of nature and environment, women empowerment, human values, gender issues, inculcating ethical values in students through four noble truths of Buddhism and Yoga Darshana, moral issues and Dharma, professional ethics,

concept of equality and fraternity, environmental movements of India, sustainable development, environmental protection, women and social change, human values through slokas, vedas, upanishads, metaphysics, logic and ethics, ethical teachings of Bhagwad Geeta, human moral consciousness etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2437

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://katwacollege.ac.in/student_feedback_college.php">https://katwacollege.ac.in/student_feedback_college.php</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**4159**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**1210**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution takes sincere initiatives to assess the learning levels of students and caters to the needs of slow and advanced learners. Both conventional and unconventional ways are adopted by the departments and the mentors. The conventional ways include written and oral tests, MCQs, assignments, group discussions, projects, short dissertations, student seminars etc. The learning related queries from students, their verbal and non-verbal responses in class. The areas which a student identifies as 'confusing' are indicators of their level of understanding. The feedback, both written and oral, formal and informal, helps in gauging the learning level of students. The unconventional methods include acquiring background information about the student and her/his family through interactions and parent-teacher meetings to understand whether any economic, cultural, physical health and, emotional issues are directly or indirectly impacting her/his learning activities. For slow learners, interactive programmes, tutorial classes, extra lectures, remedial classes, special notes, extra practical sessions, mock oral/practical examination, problem solving classes, counselling by mentors.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2886	95

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In our institution, we always encourage learning by doing. The experiential learning strategies include open ended lab work through case studies for projects, field work by botany, zoology, Geography, Chemistry, Physics and Physiology. Environmental Projects completed by all students. Educational tour conducted by different departments to ensure experiential learning experiences. Student-visit to research laboratories, workshops involving student projects and several activities are organized. Student centric methods include 3D visualizations through software, demonstration of natural processes, visual aids, diagrammatic representation. Participatory learning encouraged through student seminars interactive special lectures. Students are taught to first identify the problem, collect necessary data and think to generate alternative solutions to the problem and then select the best one to implement and review the same, to enhance their problem solving skills.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution launched an open access E-learning platform for students proposed by the IQAC in which faculty members upload their e-contents, the link of the platform is provided in the college website online learning page. Teachers use a wide range of ICT enabled tools to ensure an effective teaching-learning mechanism. Faculty members have created their own MOODLE sites for uploading study materials, references, assessment of students, conduct group discussions etc. Google Classroom is used by most of the teachers for classes beyond the regular college hours to help students and also to give assignments.

Online teaching platforms are Google Meet, Zoom, Cisco-Webex Meetings. Virtual Lab tours were conducted by departments during the pandemic situation for practical courses and teachers demonstrated videos and virtual labs before practicals to ensure experiential learning experiences.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

95

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

95

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>



#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

1282

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments are conducted regularly keeping consistency with the college academic calendar and university notification. The departments notify students about the date and time of the internal assessment and the schedule is strictly maintained by each department. After each internal assessment, teachers point out the deficiencies of students in the evaluated answer scripts and give comments for further improvement. Internal assessments are conducted by the teachers on each topic taught by them and the average of all internal assessments for the course is considered as the evaluative one

which has weightage in the university results at the end of each semester. Each department preserves all records of the internal assessment conducted during the academic session. Different modes of internal assessments are followed by the departments, which include oral and written examinations, projects etc as prescribed in course curriculum. Internal assessments are designed not only to develop the subject knowledge of students but also to improve their interpersonal skills and creative thinking.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

For the internal assessment examinations, the institution has developed an efficient mechanism to deal with the grievances. Feedback is collected from the students every year by the IQAC about the fairness of the internal evaluation and whether their performance in the internal evaluation was discussed with them by the department. Departments have provided the liberty to its students to write to the departmental email id for any issues/grievances related to the internal examination. The departments have always been well-prepared to solve any issues/grievances regarding the internal examination efficiently in a transparent way within a short period. Students can also apply stating their grievance to the Principal if they are not satisfied by the departmental explanations to their grievances. Students can also apply to the Grievance Redressal Cell to report such grievances. A complaint box is provided at the entrance of the administrative building to lodge complaints. During the pandemic situation, the common problem reported by few students from remote areas was slow or poor internet connectivity during submission of online assignments. To resolve this issue, retest was arranged within two to three weeks by the departments if a student somehow has missed any online test.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Learning Outcome Based Curriculum framework (LOCF) was introduced by the affiliating university from the academic session 2020-21. The program outcomes and course outcomes of each discipline are uploaded and displayed on the college website in the [https://katwacollege.ac.in/course\\_outcome\\_programme\\_outcome.php](https://katwacollege.ac.in/course_outcome_programme_outcome.php)The POs and COs of courses offered by each department can be downloaded from the college website. In the orientation session for the newly admitted students, the program outcomes are communicated to them by the teachers and also conveyed in regular classes. For each semester, before delivering a course, in the interactive class, teachers inform students about the course outcomes and also address their queries related to the same. In each academic session, the Internal Quality Assurance Cell (IQAC) collects feedback from the students that whether the expected competencies, course outcomes and programme outcomes were informed to them by the teachers. On the basis of the feedback report, IQAC gives suggestions to the departments. The Internal Quality Assurance Cell (IQAC) also collects feedback from the faculty members that whether the course outcomes mentioned in the syllabus are well defined and clear and IQAC forwards the feedback report with necessary suggestions through the Principal to the affiliating University for necessary action.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://katwacollege.ac.in/course_outcome_programme_outcome.php">https://katwacollege.ac.in/course_outcome_programme_outcome.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the

institution.

[https://katwacollege.ac.in/course\\_outcome\\_programme\\_outcome.php](https://katwacollege.ac.in/course_outcome_programme_outcome.php)

The program outcomes are mapped with the course outcomes as mentioned in the university curriculum and the CO-PO mapping for those subjects which have not yet been defined by the affiliating university is done by the department following the UGC-LOCF guidelines. Being an affiliated college, the institution only has the provision to take internal assessments, while the final examinations are conducted by the affiliating university. Thus, the attainment of the course outcomes and program outcome is assessed by the institution from the performance of students in the continuous internal assessment examinations. For the class tests, the course outcomes (CO1, CO2, CO3, CO4 etc) of each student is calculated from the percentage of marks obtained and marks attempted in the questions which address the COs. The percentage is then assessed to calculate the average COs, which are then mapped to give average POs and finally the PO attainment of the whole batch. The attainment of COs and POs is assessed from different assessment strategies such as viva-voce, student seminar, group discussions, practical experiments, field study and the projects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://katwacollege.ac.in/course_outcome_programme_outcome.php">https://katwacollege.ac.in/course_outcome_programme_outcome.php</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

935

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://katwacollege.ac.in/student\\_satisfaction\\_survey.php](https://katwacollege.ac.in/student_satisfaction_survey.php)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**NIL**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

26

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

23

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

**published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

15

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

<https://katwacollege.ac.in/nss.php>

A seven day special camp was organized by the NSS units for awareness activities and surveys were conducted in the adopted villages. Special sanitation and hygiene program was conducted in neighborhood area to sensitize local women about sanitary pads. AIDS awareness programme, tree plantation, awareness on Government schemes and facilities, cleanliness under Swachha Bharat Abhiyan, education awareness were also conducted. NSS Volunteers' drive was organized to involve more students on social issues. NSS and NCC units jointly organized awareness on blood donation, rally on International Day against water conservation, solution to plastic pollution, to protect future generation from using of dangerous for us tobacco. NCC volunteers observe India's glorious victory over Pakistan in Kargil War. Har Ghar Tiranga Campaign and camps. Collaboration with Wildlife Information and Nature Guide Society sensitized students on environmental issues. NSS also drive special campaign to protect Dolphin in Gnaga River.

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/nss.php">https://katwacollege.ac.in/nss.php</a>
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

980



File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

19

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution offers 31 undergraduate programmes and 1 B. Ed programmes. Classes of Commerce Stream are held in the Evening Section, B. A General for only Girls' students in morning session and B. A General for Boys' students in Extended Day Session, while that of arts and science streams in the day session to ensure adequacy of classrooms and accordingly separate routines are prepared for the morning, day, Extended day and Evening sessions. The institution has total 50 classrooms, 1 auditorium, 1 Seminar Room, 4 computer laboratories. There are total 21 science laboratories for Botany, Chemistry, Physics, Physiology, Zoology, Geography and Electronics and one Zoology Specimen room. Presently, there are total 69 computers available for academic purposes. Total 5 rooms have fixed ICT facility with ceiling mount overhead LCD projectors. All departments have laptops/desktops and 5 departments have portable LCD projectors which are used for the classes. Central library has a collection of more than 45000 books and subscription of online journals and all departments have their own seminar libraries. E[1]content portal is also available for students linked to the website and Learning Management System (MOODLE) is used by teachers for effective online teaching and learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has an indoor auditorium with a seating capacity of 150 in which cultural programmes as well as academic seminars are held. The College Sports Field is of an area of 6600 square meter in which the Annual College Sports as well as other games and tournaments are held.

One indoor games complex established in 2018 with an area of 1250 square feet in which games such as table tennis, badminton and carom are held.

A gymnasium which was established in 2002 with an area of 1000 square feet with equipments like 10 Set /Machine 1 pc (Big Machine Plate 29 pc), Jaggar 20pcs, Cycling 2 pcs, 2 set machine 1 pc, Sit up 1 pc, Rubber Plate Big 1pc, Rubber Plate Small 2 pcs, Weighing Machine 1 pc, Kamachi 1pc, P.V.C. Jogamet 2 pcs, etc.

A Boys Common Room has facilities for table tennis and carom. The Girls Common Room for playing carom. There is also carom playing facilities for teachers in the Staff Room Annexe.

All of the above facilities are used by both students and employees. However, in the lockdown period when students are not physically present in the College, these facilities have not been used.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

81

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

81

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year

**(INR in lakhs)****205.34**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Libraries (Morning, Day/Central & B.Ed) of Katwa College are using KOHA software for integrated Library Management system (ILMS). KOHA is an open-source integrated library system (ILS), used worldwide by public, School, College & University libraries.

KOHA is a web-based ILS, with a SQL database. KOHA has various facilities like

- Union catalog facility
- Customisable search
- Online circulation
- Barcode printing
- Patron card creation
- Report generation
- OPAC(Online Public Access Catalog)

Central Library of Katwa College is using above mentioned all facilities of KOHA. This library previously used KOHA 16.05.07.000(Cloud Version) & is now using more updated Version 22.11.10.000 Rosalie (Cloud format) with OPAC facility.

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KOHA is a web-based ILS, with a SQL database. KOHA has various facilities like

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Central Library of Katwa College is using above mentioned all facilities of KOHA. This library previously used KOHA 16.05.07.000(Cloud Version) & is now using more updated Version 22.11.10.000 Rosalie (Cloud format) with OPAC facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

29195

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

6310

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has arrangement with private service providers for providing net facilities including both wired connection for desktops and also wi-fi. These are regularly updated and the contracts with the service providers renewed or changed as the case may be. There is also an IT Committee headed by a Convenor which looks after the physical infrastructure like desktops, printers, laptops etc and also the software and data requirements of the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

69

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

68.85

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For maintenance of physical, academic and support facilities, the institution has an Infrastructure and Equipment Committee which looks after maintenance and utilization issues. Requirement of up gradation of infrastructure are discussed in Staff Council and IQAC meetings. Decisions taken by the

management regarding this are followed.

Computers are utilized by both teachers and office staff for various administrative, official and academic documents notices, vouchers, billing, administrative plans, academic and teaching plans etc .

Regarding maintenance and upgrading of departmental infrastructure, the Departmental Head informs the Principal and Principal forwards it to the Purchase Committee, who after discussion in the meeting, seek quotations and sends them to the Department for comparison lists. After getting it, the Purchase Committee places the order.

Every department maintains a stock register of the Departmental equipment.

Washrooms and rest rooms are cleaned daily and dustbins are available in every floor. The ICT Committee of the College looks after the computers, printers, software.

The College has LAN, Internet and Wi-Fi facility and also CCTV surveillance within the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

4992



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

2599

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

2599

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

133

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student representation is there in various bodies and committees of the College like the Governing Body, IQAC, Internal Complaints Committee, Anti Ragging Cell, Library Committee, Fee Concession Committee, Sports Committee, Cultural Committee, Magazine Committee and Hostel Committee. One student representative is a member of the highest administrative and decision-making body of the institution, the Governing Body. A student representative is a member of the IQAC.

Apart from this, there are additional student representatives in all the committees for extra-curricular activities involving students. The students council organizes the cultural programmes, Teachers Day programmes and also Saraswati Puja and Nabi Divas functions of the College. The students council brings out its annual magazine featuring contributions from the students. Thus, student representation is there at both the administrative as well as co-curricular and extra-curricular activities of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

32

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Katwa College has a registered Alumni Association which supports the institution in all its endeavours both financially and otherwise.

The association registered with the name Katwa College Alumni Association (Reg. No. S/2L/No. 62185 of 2016-17) was formed with effect from 09/12/2016 with emphasis on Expansion, Equality, Excellence and Employability. The association has so far been able to provide financial help to the meritorious students from economically challenged backgrounds. The Alumni Association members have also given their valuable feedback in the survey conducted by the institution. They have expressed their willingness to play a more active role in the development of the institution and have asked the college authorities to play a more proactive role in involving the Alumni Association with convening of more frequent meetings. However, because of the covid-19 induced lockdown, the meetings and other activities of the Alumni Association have also been restricted in this period. The association proposes to hold talks and seminars in future.

The Association contribute Rs 54225/- for development of college infrastructure

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college is primarily to cater to a large number of students of the surrounding rural belt from as many as four districts with diverse needs and problems of whom many are first generation learners. In order to fulfil this purpose, the college has three shifts, a Morning shift where only girl students opting for a General degree are admitted along with B.Ed section, a Day shift with 15 subjects with 14 Honours subjects and also an Extended Day shift for commerce students. The college tries to accommodate first generation learners as much as possible, with classes mostly in the Bangla language. Most study materials supplied are also in Bangla along with all internal question papers in bilingual mode for the benefit of students from both Bangla and English medium backgrounds.

To maintain an inclusive approach and communal harmony as outlined in the vision statement of the college, it celebrates Saraswati Puja and also Nabi Divas. Scholarships for SC/ST and minority students from the government are facilitated by the college. The college organizes various activities and add-on courses, Yoga and gym facilities in order to harmoniously ensure physical, mental and spiritual development of the students. Fostering a culture of labour and service to the society as enumerated in the Mission statement is ensured through the NSS and NCC units

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/mission_and_vision.php">https://katwacollege.ac.in/mission_and_vision.php</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decision-making and implementation at almost all levels are decentralized and participative through various bodies and committees. Almost all members of the Teachers' Council either as member of the Governing Body or as member of the other thirty two different sub- committees which is prepared by the Teachers' Council and later on approved by the College Governing Body, participate in implementing the decisions which clearly satisfy the condition of decentralized participatory management. An Examination Committee headed by the Principal as supervisor, three teachers as Assistant supervisors, and a few non-teaching personnel as supporting staff of the said committee, is framed which actually monitors the entire internal examination of that particular semester. A central Routine Committee with teachers from all streams finalises the Master Routine at the beginning of every academic session. After preparation of Master Routine, preparation of departmental routine, distribution of syllabus with proper manning and syllabus modules is carried out by each department. The college IQAC monitors and takes decisions regarding the overall academic system of the college. The Admission Committee formed by the Governing Body, and consisting of teachers and non-teaching staff, monitors and implements the entire admission process of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic/perspective plan is effectively implemented through the various committees and sub-committees which look after all the academic and other aspects of the college. The IQAC monitors the overall academics of the college and the implementation of the university norms. The Admission Committee implements the entire admission process and that it is conducted according to government and university norms. The Finance Committee monitors all expenditure of the college. The Principal coordinates and supervises the activities of all these various committees. The Governing Body of the College monitors all aspects and activities of the College and the proper implementation of the strategic plan as adopted by itself.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administrative body of the institution is the Governing Body, which consists of the President, the Secretary (Principal of the College), nominees of the State Government, nominees of the affiliating university, sponsor's nominee, teachers' and non-teaching employees' representatives and a students' representative. The Governing Body formulates the policies of the college in accordance with government and affiliating university norms. The administration of the Morning Section of the College is looked after by the Morning Section In-Charge. The financial administration is looked after by the Bursar and is overseen by the Finance Committee. IQAC consisting of the Coordinator and other members monitors and makes recommendations for maintaining and upgrading quality in both academic and administrative functions of the College. There is also a non-teaching employees' council to address the concerns of the non-teaching staff of the College. There is also a Students Council of which the Principal is the Honorary President, and consists of the Vice President, General Secretary, Assistant General Secretary and other members. Service rules and procedures for all employees in substantial



posts are strictly in accordance with norms of the Government of West Bengal and all appointments for substantial posts are also according to the government rules and norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://katwacollege.ac.in/organogram.php">https://katwacollege.ac.in/organogram.php</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has various effective welfare measures in place for both teaching and non-teaching staff. There are a total of 20 such residential quarters, of which 18 are in a separate quarter area adjacent to the College with its own playing field. There is also a quarter for non-teaching staff within the College campus.

The institution has a registered Credit Cooperative Society established in February, 1989 called Katwa College Employees' Credit Cooperative Society. The society offers short term, midterm, medical, house building and personal loan on first cum first serve basis. Both teaching and non-teaching staff are its

members. The Society is run according to the relevant government rules and hold annual AGM. All members contribute a fixed amount from their salaries. There are provisions of various types of loans like short- term, medium term etc. A festival advance is given to all teaching and non teaching staffs before Puja vacation which is recovered later on from the salary without any interest. The college organizes Provident Fund loan for its employees as early as possible on need basis. The College Health Centre is available for both first aid as well as basic tests for both teaching and non-teaching employees along with others.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There is at present no statutory performance appraisal system for teaching and non-teaching staff as per the norms of the State Higher Education Department or the affiliating

institution. Therefore, since the College follows the above norms in toto, it is not possible to initiate any such performance appraisal system on its own. Appraisal for teachers is a part of the Career Advancement Scheme (CAS) having its own criteria with regard to teaching, research and other assigned administrative duties. There is also an academic diary where teachers record their daily academic and other work undertaken which is countersigned by the Principal. However there is no performance appraisal on the part of the institution as per current norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly. Internal audit of the college is conducted every year by a firm chosen by the Directorate of Public Instruction, Govt. of West Bengal. The audit as well as the report is placed in Governing Body for deliberation. The Body advises the Principal to take measures on the comments of the audit firm. External Audit is conducted either by the Higher Education Department or the affiliating University as and when required. The initiation of this is not within the purview of the Institution. The last External Audit was held in the session 2021-22.

Internal audits are conducted annually and accordingly one internal audit was carried out in the 2022-23 session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

**during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The College applies for various government grants for specific purposes. It also receives donation from the Alumni Association. It receives some amount in rent from the Indian Postal department. Apart from that collects some charges from students at the time of admission. For optimal utilization of resources, all expenditure is sanctioned by the Governing Body and is monitored and cleared by the Finance Committee of the college. The college also regularly carries out Internal Audit every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

**6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

Internal Quality Assurance Cell has monitored and overseen all the processes and solutions that it has ensured that class routines of each department are uploaded in the website and conduction of seminars and programmes pertaining to academic topics within the syllabus, skill-development and employment-oriented themes, workshops on National Education Policy 2020,

gender issues as also NAAC related issues for the benefit of students, teachers and non-teaching staff. It has also ensured that the learning outcomes for each paper are defined and uploaded on the website. It has ensured that a mechanism for interaction between the departments and parents/guardians of the students is institutionalized through regular Parent Teacher meetings. It has ensured a system of taking regular feedback from the students anonymously through feedback forms on curriculum, teaching-learning process and other related matters. It has ensured that a mechanism for lodging grievances and complaints from students on any academic or non-academic issue is developed by the departments and also centrally at the institution-level. The smooth conduction of the internal examinations and solving any grievances on this account is also monitored by the IQAC. It also encourages research initiatives by teachers and provides various incentives for attending seminars, workshops, presenting papers and applying for research proposals when available. IQAC holding of five Add-on courses and a total of five 158 students participated in the courses.

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/annual_report_of_iqac.php">https://katwacollege.ac.in/annual_report_of_iqac.php</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For reviewing the teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals, the IQAC holds regular meetings of its own members as well as with various other stakeholders of the college. Five full meetings of the IQAC have been held in 2022-23 to review the above processes and in addition 30 meetings have been held of the IQAC during the same period with stakeholders like students, teachers, non-teaching staff, various departments, sub-committees etc for monitoring all the above processes. In these meetings, steps for implementation of the teaching-learning guidelines and better realization of the outcomes have been thoroughly discussed along with questions, doubts, and feedback from all the stakeholders involved.

The IQAC has also ensured implementation of digital technology in the teaching-learning process, including online library catalogue, online availability of class routines, courses and papers, etc for the benefit of students. It has successfully initiated Add-on courses for students with conduction of five such courses where 158 students completed the course. This initiative will be more strengthened and streamlined in the future.

File Description	Documents
Paste link for additional information	<a href="https://katwacollege.ac.in/annual_report_of_iqac.php">https://katwacollege.ac.in/annual_report_of_iqac.php</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender issues are part of the curricula in many subjects which are taught in the college. Apart from this, programmes on gender sensitization and other gender-related issues have been held for the benefit of students and staff....

The morning section of the college is only for girl students who are studying in general courses. The college has a Girls Hostel for the benefit of female students from distant areas. In the year 2022-23 .... residents stayed in the Girls Hostel with .... fresh boarders. There is a Girls Common Room with a lady attendant and also carom facilities. There are also two sanitary napkin vending machines installed, one in the Common Room and another in the Girls Hostel..... For safety and security purposes, the entire campus is under CCTV-surveillance and there are security guards at the gate round the clock. The Health Centre has two trained female staff who are equipped to take care of any health problems faced by girl students in the college. The college gym has a separate scheduled time particularly for girl students. The college also facilitates Kanyashree scholarships of the state government and ensures that all eligible beneficiaries can take advantage of this scheme.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://katwacollege.ac.in/images/uploads/7.1.1.pdf">https://katwacollege.ac.in/images/uploads/7.1.1.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**E. None of the above**



File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college campus is provided with ten dustbins with separate provision for degradable and non-degradable waste. The waste generated in the campus including hazardous chemical waste from the laboratories is separately collected by the Katwa Municipality and disposed of according to the norms of the Municipality.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<b>No File Uploaded</b>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

### **7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human**

**C. Any 2 of the above**

assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution tries to accommodate all kinds of cultural, regional, linguistic, socio-economic and other diversities. Question papers in internal examinations are provided in bilingual mode, i.e. in English and Bangla for the benefit of students. The college library has books relating to the syllabus in both the languages and classroom teaching and reference material is also in both the languages as according to the demand by the students. Often translations of relevant material from English to Bangla or vice versa are provided as according to the need. The college cultural programmes are also inclusive of various cultures, languages, genres, etc from folk music to Rabindrasangeet and including modern cultural forms. Talent of students in any sort of cultural field irrespective of language, region, social background, etc is sought to be nurtured and showcased through these programmes. The college student union organizes various cultural programmes and also Saraswati Puja and Nabi Dibas etc to include students from all diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college celebrates all important national occasions like Independence Day and Republic Day. On these occasions apart from flag hoisting and singing the National Anthem programmes are held on the theme of Independence and the importance of our freedom and Constitution. On the occasion of the 75th year of Independence, special programmes like a students march through Katwa town with placards and banners on the theme of Independence was held along with educative and cultural programmes in the college premises. Apart from these occasions, various programmes and seminars are held on the theme of constitutional obligations, values, rights, duties and responsibilities of citizens. The college units of the NCC and NSS also regularly carry out camps and other activities on the above themes.

<https://katwacollege.ac.in/nss.php>

<https://katwacollege.ac.in/ncc.php>

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

[https://katwacollege.ac.in/iqac\\_gallery.php](https://katwacollege.ac.in/iqac_gallery.php)

The College celebrates Independence Day and Republic Day every year by hoisting the National Flag in the campus as well as on the College roof by the Principal (Head of the institution) in the presence of students, faculty members and non-teaching staff. The National Anthem is sung and speeches commemorating the patriotic events are organized. The National Cadet Corps unit and NSS of the College also celebrates both these days. The College NCC unit and NSS jointly celebrates Swachh Bharat Abhiyan, Ganga Bank Abhiyan, International Yoga Day.

The College also celebrates its Foundation Day on 16 August every year through participation of students, faculty members and teachers on which the mission and vision of the College is sought to be reemphasized.

The College also organizes functions on Teachers Day which is organized by the students of B.Ed department and also General Section separately where speeches on Dr. Radhakrishnan and the significance of the day are delivered and also students showcase their cultural performances through song, dance, skits etc.

The National Service Scheme units also celebrates other days like International Yoga Day, Netaji Birthday, AIDS Awareness Day, NSS Foundation Day through participation of teachers and students.

The student council organizes Saraswati Puja every year through

mass participation of students .The Boys Hostels also organize their own Saraswati Pujas in their respective Hostel premises.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

[https://katwacollege.ac.in/best\\_practices.php](https://katwacollege.ac.in/best_practices.php)

### Best Practice - 1

**Title of the Practice: Taking of classes by senior students for junior semesters and Value education classes by internal and external resource persons**

### Best Practice - 2

**Title of the Practice: Medical Unit**

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- [https://katwacollege.ac.in/institutional\\_distinctiveness.php](https://katwacollege.ac.in/institutional_distinctiveness.php)

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Update and modernize the college laboratories
2. To initiate the introduction of new UG and PG courses
3. To enter into productive collaborations and sign Memorandum of Understanding with more number of educational institutions
4. Apply for project to DBT Star College
5. To install a monitoring station for AQNMS (Air Quality & Noise Monitoring Sensor)
6. Rooftop 10KV Photovoltaic Station
7. Implementation of ICT facilities in more number of classrooms
8. Organizing more training programmes and workshops on skill enhancement for students
9. Organization of Faculty Development Programme on MOOCs and SWAYAM
10. Organization of training programmes for non-teaching staff
11. Taking initiative for water conservation and waste water recycling
12. More number of surveys in the locality by the NSS
13. Organization of events to sensitize students, faculty members and staff on the professional ethics, moral values and environmental issues
14. Publishing newsletter /book house of the college
15. Use of Auto sensor for electricity and water motor pump
16. Proposal for agreement with E-waste Recycling agency
17. Proposal for planting grass on the of the College Premises
18. Proposal for one concrete cricket pitch and one volleyball court on the college premises